

June 11, 2006

Dear District Test Coordinator,

Harcourt Assessment, Inc. is pleased to announce Spectrum, a website to be used for ordering and tracking test materials for the Fall 2006 **Stanford Writing (Grade 5 & 9)** test administration. District test coordinators will use Spectrum to place their initial orders for the Fall 06 Writing test materials during this year's enrollment window: **June 19 through August 25, 2006.**

You will need the following information to register with the Spectrum website and to complete your orders online.

- The address for the Spectrum website is [www.harcourtspectrum.com](http://www.harcourtspectrum.com)
- The Contract Code is "SouthDakota" (the system is case sensitive).

The following are key dates for using the Spectrum website:

June 14-16: Districts Receive Spectrum Training Materials

Harcourt has developed a flexible training plan with two options: 1) a self-guided training CD and 2) a complete Users' Guide. You may choose to use either or both of these resource tools.

June 19-Aug 25: Fall Writing Enrollment Period

Spectrum will be available to place orders for test materials for the Fall 2006 Writing test (Grade 5 & 9) administration. You will place orders for all of your grade 5 & 9 students for the standard test. You will also be asked to update your contact information, including email address, when placing your order.

September 11<sup>th</sup> - 29<sup>th</sup>: Track Shipments

Spectrum will be available for you to track your shipment of Writing test materials as they arrive in your district.

September 20 - 25, 2006: Place Additional Orders

Spectrum will be available to place orders for additional Writing test materials if your enrollment change.

If you have questions about Spectrum or the ordering process, please call the Harcourt Customer Support Center at **1-800-763-2306**. They are available to assist you, Monday through Friday, 7:00 am CST - 7:00 pm CST.

We appreciate your cooperation and support,

**The Harcourt South Dakota Program Team:**

Brian Brothers, Program Manager

Tracy Hawley, Program Manager

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